

## DFM Final Design Review Checklist

**Project Title:** \_\_\_\_\_

The A/E acknowledges that the following information or status has been included as part of their submittal package for final review by the Division of Facilities Management. No design or bid document shall be reviewed without the following “**Required**” checklist items initialed and signed by the Registered Professional in responsible charge for the project to confirm compliance with DFM submittal requirements. All “**Recommended**” and “**Conditional**” item status shall be indicated herein and addressed accordingly prior to bid.

**Required** = Required for submission

**Conditional** = DFM approval conditional on compliance prior to bid

**Recommended** = DFM recommended prior to bid

### Transmittal Documents

Initial

#### Letter of Transmittal

- A Letter of Transmittal identifying all items included in the submittal package and signed by the Registered Professional in responsible charge. (**Required**)

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#### Public Works Project Review Form

- A completed Public Works Project Review Form as provided by the Division of Facilities Management. (**Required**)

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### Drawings & Specifications

Initial

#### Drawings

- All drawings signed and sealed by a Registered Professional licensed to practice in the State of Delaware. (**Required**)
- Full design and drawing coordination check (drawing to drawing/drawings to specifications) completed by Registered Professional in responsible charge for the Project. (**Recommended**)

\_\_\_\_\_

Yes \_\_\_\_ No \_\_\_\_

#### Specifications

- Front page of specifications signed and sealed by a Registered Professional licensed to practice in the State of Delaware. (**Required**)
- All specification divisions and sections numbered, labeled, and formatted in accordance with CSI Master Format 95 procedures and practices. (**Required**)
- DFM Design Standards reviewed by A/E and incorporated into the design of this Project where practicable and appropriate. (**Required**)

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- Commissioning of systems included as part of specifications. (**Recommended**) Yes \_\_\_\_ No \_\_\_\_
- Full design and specification coordination check (specification section to specification section/specifications to drawings) completed by Registered Professional in responsible charge for the Project, inclusive of Division 0 (DFM Front End Documents as modified for Project). (**Recommended**) Yes \_\_\_\_ No \_\_\_\_

#### DFM Standard Front End Documents

- DFM Standard Front End Documents incorporated as prescribed and appropriate into the Project Specifications Manual as Division 0. (**Required**) \_\_\_\_\_
- All Division 0 modifications and insert information, including current copy of the Delaware Prevailing Wage Rates (official DOL wage rate determination for the Project), provided, reviewed and approved by Registered Professional in responsible charge for the Project. (**Required**) \_\_\_\_\_

#### Approval Letters

Initial

##### Delaware Accessibility Board

- Delaware Accessibility Board Approval Letter included. (**Conditional**) Yes \_\_\_\_ No \_\_\_\_

##### DNREC

- DNREC Erosion and Sediment control Approval Letter. (**Recommended**) Yes \_\_\_\_ No \_\_\_\_

##### DelDOT

- DelDOT Entrance Permit as applicable. (**Recommended**) Yes \_\_\_\_ No \_\_\_\_

##### Fire Marshal

- Fire Marshal Approval Letter. (**Recommended**) Yes \_\_\_\_ No \_\_\_\_

#### Supplementary Information and Documentation

Initial

##### Construction Cost Estimate

- Copy of final WBS construction cost estimate for submittal project. (**Required**) \_\_\_\_\_

##### Life Cycle Cost Analysis Documentation

- Copy of life cycle cost analysis for major building systems, including building envelope, windows, insulation, roofing, water wastewater, HVAC, lighting, transformers, and other energy saving systems. (**Required**) \_\_\_\_\_

Project COMcheck Documentation

- Project COMcheck Documentation (**Conditional**) Yes \_\_\_\_ No \_\_\_\_

Energy Star Certification

- Letter provided by the Registered Professional in responsible charge for the Project to certify that all equipment has been specified to meet Energy Star. (Required) \_\_\_\_\_

DFM Design Standards Inclusions/Exception Letter

- Letter provided by the Registered Professional in responsible charge for the Project to establish which DFM design standards were incorporated into the Project design and construction documents; identify any changes or modifications made to the included DFM standards; and list any exceptions taken to the DFM design standards with all supporting rational for the exception(s) and the alternative selected. (Required) \_\_\_\_\_

Commissioning List

- List of all systems to be commissioned in accordance with Commissioning specifications included as part of the Project Manual(s). (Recommended) Yes \_\_\_\_ No \_\_\_\_

Green Building/Sustainable Design Elements

- List of all green building/sustainable design elements incorporated into the Project design and construction documents. (Recommended) Yes \_\_\_\_ No \_\_\_\_

As the Registered Professional in responsible charge for this Project, I herewith affirm and attest that we are in full compliance with the requirements of this checklist and have included the necessary information with the Final Design submittal package dated \_\_\_\_\_. Additionally, Conditional and Recommended items shall be addressed prior to solicitation for bids.

Signed: \_\_\_\_\_

Company: \_\_\_\_\_